

APPENDIX 3. STAR AND/OR RNAV STAR CHECKLIST**Name of Procedure:** _____

	<u>DATE</u>	<u>NAME/INITIAL</u>
1. Proponent:		
a. Complete the responsibilities outlined in Order 7100.9, Paragraph 11a	_____	_____
b. Submit the STAR Proposal to the overlying En Route Center ATC Facility and/or En Route Center 530/520 Office		
(1) Customers	_____	_____
(2) Terminal ATC Facilities	_____	_____
(3) En Route Center ATC Facilities	_____	_____
(4) National Airspace Redesign Teams	_____	_____
(5) Other	_____	_____
2. En Route Center ATC Facility and/or En Route Center 530 Office		
a. Coordinate with ASW-530 STAR Specialist	_____	_____
b. Coordinate with ASW-520 Environmental Specialist	_____	_____
c. If RNAV STAR, request reservation slot with ASW-520 RNAV Coordinator (OEP Prioritization List)	_____	_____
d. Organize STAR design team based on the scope of the project	_____	_____

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(1) Potential design team members:		
(a) Center 520/530 representatives	_____	_____
(b) Terminal 520/530 representatives	_____	_____
(c) Operational personnel	_____	_____
(d) Facility management	_____	_____
(e) Facility union representatives	_____	_____
(f) Lead air carriers	_____	_____
(g) Air Transport Association	_____	_____
(h) Airport authority	_____	_____
(i) ASW-530 representative	_____	_____
(j) ASW-520 representative	_____	_____
(k) FTW FPO representative	_____	_____
(l) Others as necessary	_____	_____
 (2) Develop implementation plan to include, but not limited to:		
(a) Letters of Agreement	_____	_____
(b) Standard Operating Procedures	_____	_____
(c) Video maps	_____	_____
(d) Sector airspace changes	_____	_____
(e) Training	_____	_____
(f) Customer briefings	_____	_____
(g) Automation needs and changes	_____	_____
(h) Time lines	_____	_____
(i) Other items as necessary	_____	_____
 e. In conjunction with the STAR design team, complete the responsibilities outlined in Order 7100.9, paragraph 11a		
(1) Determine operational feasibility	_____	_____
(2) If requested, provide feedback to proponent	_____	_____
(3) Determine operational feasibility	_____	_____
(4) If requested, provide feedback to proponent	_____	_____

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(5) TARGETS the proposal when available	_____	_____
(6) Coordinate with all affected ATC facilities	_____	_____
(7) Coordinate with AOS/ATB	_____	_____
(8) Serve as focal for problem solving	_____	_____
(9) Complete electronic version of ATNS	_____	_____
(10) Complete PERC	_____	_____
(11) Complete Categorical Exclusion Declaration	_____	_____
(12) Complete FAA Form 8260-2's for new waypoints	_____	_____
(13) Depict the STAR on a (VFR) Sectional Chart	_____	_____
(14) If applicable, retain Environmental Process Template and associated documents.	_____	_____
f. Submit STAR package to ASW-530 containing the following:	_____	_____
(1) STAR checklist	_____	_____
(2) Current FAA Form 7100-4 for conventional STAR's and RNAV STAR's	_____	_____
(3) Current FAA Form 7100-3 for RNAV STAR's	_____	_____
(4) Current FAA Form 8260-2, Data Worksheet for new fixes/waypoints	_____	_____
(5) Current FAA Form 6050-4, Expanded Service Volume (if applicable)	_____	_____

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(6) Environmental documents including:		
(a) Preliminary Environmental Review Checklist	_____	_____
(b) Air Traffic Noise Screen, as per latest ATNS software program	_____	_____
(c) If appropriate, Determination of Categorical Exclusion (CATEX)	_____	_____
(7) STAR drawn on Sectional Chart	_____	_____
3. ASW-520/530		
a. Review submitted STAR package	_____	_____
b. Return the STAR package to the originating ATC facility for modification, if not complete, correct, and/or accurate	_____	_____
c. Complete the responsibilities outlined in FAA Order 7100.9, paragraph 11a	_____	_____
d. Submit the STAR package to FTW-FPO/ AVN and/or ATA-100, as appropriate	_____	_____

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